



**United States Department of Agriculture  
Rural Development  
Idaho State Office**

Idaho AN No. 1604 (2006-B)

August 5, 2004

SUBJECT: State Issuances

TO: All Employees  
USDA, Rural Development, Idaho

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to clarify the use of State issuances and to provide guidance to employees on the preparation and distribution of State Administrative Notices (AN's), State Instruction, and State Procedure Notices (PN's).

COMPARISON WITH PREVIOUS AN:

This AN replaces Idaho AN No. 1495, dated February 19, 2002, which expired February 28, 2003. This AN provides updated information and guidance on State issuances and their preparation.

IMPLEMENTATION RESPONSIBILITIES:

In accordance with RD Instruction 2006-B, State issuances should be limited to those necessary to supplement National issuances. *They may not alter the Agency's policies or procedures.*

The State Director has designated Trish Collier, State Civil Rights Manager/Management Control Coordinator (MCC), as the person responsible for coordination, clearance, and release of State issuances; the maintenance of the State issuance system; and the recommendation of improvements in issuances and operations when needed.

EXPIRATION DATE:  
August 31, 2005

FILING INSTRUCTIONS:  
Preceding RD Instruction 2006-B

9173 West Barnes Drive, Suite A1, Boise, ID 83709  
Phone: (208) 378-5600 • Fax: (208) 378-5643 • TDD: (208) 378-5644 • Web: <http://www.rurdev.usda.gov/id>  
Housing Programs: (208) 378-5630 • Business-Cooperative Programs: (208) 378-5623 • Community Programs: (208) 378-5618

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"USDA is an equal opportunity provider, employer and lender."  
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD).

The State Director has designated Candy Moore, Secretary to the State Director (PIC), as the responsible person for maintaining the 'official' State Office Procedure Manuals and Obsolete Procedure Manuals, and for maintaining the Table of Contents and Checklist of State issuances/directives. *Procedure filing must be accomplished in a timely manner to ensure compliance with Agency regulations.*

Area Directors are responsible for the maintenance of procedure manuals at the area level and the various area duty locations. *Procedure filing must be accomplished in a timely manner to ensure compliance with Agency regulations.*

RD Instruction 2006-B, authorizes State Directors to approve and distribute the following types of issuances:

**2006.53(a)(1), State Administrative Notices (AN's)** - temporary issuances which may be used to provide limited information or interpretation to clarify existing policies and procedures and should be clearly and simply written. *AN's may not be used to modify, change, or establish policies or procedures.* AN's are directed to the 'position' and not the 'office'. Attachment 5 is a list of the current working titles that must be used on AN's. **State AN's are to follow the format shown in the attached sample (Attachment 2), and must be printed on the National approved letterhead which is available to all employees on each server in the Shared Directory.** State AN's must always be on green paper and filed preceding the National Instruction and National AN's. All Idaho AN's are available on the INTRANet at <http://teamrd.usda.gov/rd/id/index.htm>. In the near future they will also be available by going to <http://teamrd.usda.gov> and selecting 'State Intranets' and then selecting 'Idaho'.

**2006.53(a)(6), State Instruction** - issued (using a State Procedure Notice) when it is necessary to 'supplement or clarify' National Instruction or to specifically authorize the handling of local situations. **State Instruction is to follow the same classification and format as National Office Instruction (Attachment 4).** State Instruction must always be on yellow paper and filed behind the National Instruction.

**2006.53(a)(7), State Procedure Notices (PN's)** - used to transmit announcements, summarize new and revised directives, and issue State Instruction. **State PN's are to follow the format shown in the attached sample (Attachment 3).** State PN's must be filed/maintained in a separate manual. The State PN must be initialed by the person filing the Instruction and include the date of filing.

**2005.53(a)(8), Table of Contents and Checklist** - listings of every current State directive (PN, AN, Instruction) and *must* include the directive's classification, subject, and date of issuance. *The Table of Contents and Checklist of all State directives will be maintained by the Secretary to the State Director and will be issued to all offices at least quarterly.*

In accordance with 2006.55, **ALL** State issuances (State Administrative Notices, State Procedure Notices and State Instruction) **MUST** be submitted to the National Office for either 'prior approval' or 'post approval' using Form RD 2006-3 (Attachment 1). Where prior approval is required by National Office, states may not issue the directive until National Office approval is received. Directives sent to National Office for post approval are considered approved unless notified of disapproval or conditional approval.

Persons preparing State AN's are responsible for ensuring that:

- 1- the AN clearly defines the "Implementation Responsibilities" required;
- 2- all the appropriate sections of RD Instruction are referred to in the "Filing Instructions";
- 3- the "Expiration Date" is always *THE LAST DAY OF THE MONTH*, no later than the 12<sup>th</sup> month after issuance (i.e., AN dated June 6, 2004, will expire no later than June 30, 2005);
- 4- the log of AN numbers is completed and the AN number is shown above the date on the letterhead form (see Attachment 2). This log is found in the binder titled 'Listing of Instruction, Administrative Notices and Regulations Updates'.
- 5- Form RD 2006-3 is prepared for necessary prior or post approval by National Office; and
- 6- the AN along with Form RD 2006-3 is submitted to the State Director, **through** the Management Control Coordinator, for review and approval;.

Employees preparing State PN's are responsible for ensuring that:

- 1- the PN clearly summarizes new and/or revised Instruction;
- 2- all the appropriate sections of the Instruction are noted in 'remove' and 'insert';
- 3- the PN is completed in the same format as a National Office Procedure Notice (see sample attached);
- 4- the log of PN numbers is completed and the PN number is shown as indicated on Attachment 3. This log is found in the binder titled 'Procedural Notices Log of Idaho State Procedure Notices'.
- 5- Form RD 2006-3 is prepared for necessary prior or post approval by National Office; and
- 6- the PN and State Instruction along with Form RD 2006-3 is submitted to the State Director, **through** the Management Control Coordinator, for review and approval;.

**After approval by the SD and/or National Office, the responsible individual will:**

**1- issue the State directive (AN, PN or Instruction) via hard copy OR email to each office in Idaho with instructions for distribution;**

**2- provide the Secretary to the State Director (PIC) with an electronic copy (email or disc) for inclusion in Idaho's INTRANet webpage;**

***NOTE: If attachments cannot be automated, you must inform the Secretary so that it can be noted in the INTRANet that the attachments are only available hard copy.***

**3- provide instruction to the Secretary to the State Director (PIC) whether or not the directive should also be placed on the Idaho 'Internet' webpage which can be accessed by the general public; and**

**4- provide a copy of the 'signed' original to the Secretary to the State Director (PIC) for inclusion in the 'official' State Office Procedure Manuals.**

Questions regarding these requirements should be directed to Trish Collier, State Civil Rights Manager/Management Control Coordinator, at 1-800-632-5991 Extension 8, or local extension 2048.

MICHAEL A. FIELD  
State Director

Attachments

- 1 – Instructions for Form RD 2006-3
- 2 – Instructions/Sample for State Administrative Notice
- 3 – Instructions/Sample for State Procedure Notice
- 4 – Instructions/Sample for State Instruction
- 5 – List of Current Working Titles

## Instructions for Form RD 2006-3 (Rev. 11-99)

TO: **National Office Division or Staff Director**

FROM: **Michael A. Field**

TITLE: **State Director**

STATE: **Idaho**

SUBJECT: **xxxx**

ITEM: **State Administrative Notice ##### or State Instruction ##### (include PN #)**

DATE: **xxx, 2004**

**Mark** 'post' or 'prior' approval box

SUPPLEMENTS      **what does it supplement? and when was it dated?**

SUPERSEDES      **what does it superseded? and when was it dated?**

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ANSWER EACH OF THE FOLLOWING ITEMS BY NUMBER AS IT APPLIES TO THIS ISSUANCE:

In this area explain the necessity of this issuance.  
Note any specific or special requests, i.e., need  
response by a certain date, etc.

SIGNED (**by State Director**)

TITLE **STATE DIRECTOR**

DATE **date signed**

**SAMPLE STATE ADMINISTRATIVE NOTICE (AN)**  
**USE OFFICIAL LETTERHEAD ONLY**

Idaho AN No. ##### (#####)  
Date, 2004

SUBJECT: \_\_\_\_\_

TO: \_\_\_\_\_ (Use titles shown in Attachment 5)  
USDA, Rural Development, Idaho

**PURPOSE/INTENDED OUTCOME:**

- Underline heading.
- Explain here why is this AN being issued?
- Explain here what is hoped to be accomplished by this AN?

**COMPARISON WITH PREVIOUS AN:**

- Underline heading.
- Does this AN replace or supplement a previous AN?
  - If not, you may omit this section or type "No previous AN".
  - If so, what is the number of the previous AN, dated, and when did/does it expire?
  - Also, if so, why is this change being made? Is this AN being issued because some requirement changed?

**IMPLEMENTATION RESPONSIBILITIES:**

- Underline heading.
- This section should be in narrative form and should be as detailed as possible.
- What actions need to be taken.
- Who will be responsible for this?
- How will this all be accomplished?
- Who will monitor these actions, i.e., individual or state office staff?
- What reports will need to be submitted to S/O or N/O?
- What deadlines, if any, are established?

MICHAEL A. FIELD  
State Director

- signature of approval official is **always at the end**  
**of the document.**

Attachment

- always attachment not enclosure – placed 2 lines after  
signature block

**EXPIRATION DATE:**

**(Must be the last day of the month,** but no  
later than the 12th month after issuance.)

**FILING INSTRUCTIONS:**

Preceding RD Instruction #####  
(Same # as above date)

**Expiration/Filing - Must be on the bottom of the first page**

U.S. DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
Boise, Idaho

S=state office  
A=area offices

MANUAL  
S, A  
DATE

ISSUE NO.  
PN ###

Date, 2004

## PROCEDURE NOTICE

STATE MANUAL CHANGES  
State RD Ins. #####-#

**TITLE OF MANUAL SUBPART.** This Instruction is revised as follows:

This is where you give information, clarification,  
and guidance regarding the State Instruction.

**The notation “State Supplement” will be made on the margin of each paragraph of the National Instruction supplemented by this State Instruction.**  
(This statement MUST be on every Procedure Notice)

**REMOVE:**  
xxx

**INSERT:**  
xxx

-Be specific as to what pages of previously issued ‘State Instruction’ are to be removed.  
-List any specific instructions that may be necessary for the filing of the attached State Instruction.  
-If it is a new State Instruction, you would put ‘none’ in remove.  
-If a State Instruction is being obsoleted, you would put ‘all’ in remove and ‘none’ in insert.  
-State Instruction **cannot** obsolete National Instruction.

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PN ###

**Insert this Instruction behind  
RD Instruction #####**

If the PN is issuing more than one State Instruction, this should just say ‘Insert behind the appropriate N/O Instruction’.

## SAMPLE STATE INSTRUCTION

RD Instruction 1951-B  
Idaho PN 951

### PART 1951 – SERVICING AND COLLECTIONS Subpart B – Collections

#### **1951.51 General.**

This procedure notice supplements RD Instruction 1951, Subpart B, Collections. The purpose of this supplement is to provide guidance on handling and safeguarding collection activities. Wholesale Lockbox Instructions (Exhibit A) and Interim Management Control Procedures-Collections (Exhibit B) are included as part of this supplement.

#### **1951.52 Definitions.**

- (b) RD field offices are RD area offices and the state office.
- (c) RD field office supervisors are the Area Directors or those authorized to act for them.



## **CURRENT WORKING TITLES**

### **STATE OFFICE**

Michael A. Field  
Candy Moore

State Director  
Secretary to the State Director (PIC)

### **Administrative Programs Staff**

Carol Andrew  
Trish Collier  
Kathy Bashaw  
Dana Schrader  
Martha Sherwin  
Kathy Evans-Grover  
Yvonne Rose  
Barbara Miracle

Administrative Programs Director  
State Civil Rights Manager (MCC)  
Information Technology Manager  
Information Technology Specialist  
Human Resources Manager  
Human Resources Assistant  
Contract Program Manager  
Procurement Technician

### **Housing Programs Staff**

Roni Atkins  
Steve Malan  
Pam Cook  
Myrna Keyes  
LaDonn McElligott  
Debra Meyer

Housing Programs Director  
Review Appraiser  
Guaranteed Housing Specialist  
Single Family Housing Specialist  
Multi-Family Housing Specialist  
Single Family Housing Technician

### **Business & Cooperative Programs Staff**

Daryl Moser  
Rhonda Merritt  
Brian Buch  
Dale Lish  
Margaret Hair  
Julia Garrett

Business & Cooperative Programs Director  
Business Programs Specialist  
Business Programs Specialist  
Business Programs Specialist  
Business Programs Specialist  
Business Programs Technician

### **Community Programs Staff**

Dan Fraser  
Gary Hayne  
Noel LaRoque  
Cathy Chivers  
Janus Arnold

Community Programs Director  
Civil Engineer  
Civil Engineer  
Community Programs Specialist  
Community Programs Technician

**Northern Idaho Area Office**

Mac Cavasar  
Jeff Beeman  
Ted Anderson  
Dora Duran-Williamson  
Camille Libby  
Howard Lunderstadt  
Denise Sears  
Christine Fisher  
Michelle Noordam  
Patty Patoray  
Zeeta Augello  
Shirley Quakkelaar  
Patty Grant

Area Director  
Community Programs Specialist  
Community Programs Specialist  
Multi-Family Housing Specialist  
Multi-Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Community Programs Technician  
Multi-Family Housing Technician

**Western Idaho Area Office**

Stewart Brent  
Dave Flesher  
Steve Colgrove  
Miriam Haylett  
Patti Holbrook  
Autumn Young  
Lisa Allen  
Thelma Garrison  
Lynn Ineck  
Marj Petrich  
Louise McBride  
Nick Partin  
Jane Johnston  
Lucy Navarrete

Area Director  
Community Programs Specialist  
Multi-Family Housing Specialist  
Multi-Family Housing Specialist  
Multi-Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Multi-Family Housing Technician  
Single Family Housing Technician

**Central Idaho Area Office**

Larry Stachler  
Terry Stigile  
Rebecca Dean  
LaDeane Brown  
Lorry Nickel  
Judy Bay  
Tony Ballestero  
Diane Shigihara  
Kathy Wilson  
Mark Johnson

Area Director  
Community Programs Specialist  
Multi-Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Community Programs Technician  
Multi-Family Housing Technician  
Single Family Housing Technician

**Eastern Idaho Area Office**

Gary Gamble  
Craig Thurgood  
John Riker  
Julie Neff  
Kim Becker  
Christie Robertson  
Lynelle Simmons  
Dave Birch  
Patricia Casella  
Bob Hawkes

Area Director  
Community Programs Specialist  
Multi-Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Single Family Housing Specialist  
Community Programs Technician  
Multi-Family Housing Technician